

Minutes of the Human Resources Committee

Tuesday, October 2, 2018

Chair Nelson called the meeting to order at 1:00 p.m.

Present: Supervisors Larry Nelson, Jeremy Walz, Mike Crowley, Joel Gaughan, Bill Mitchell, and Ted Wysocki. **Absent:** Tom Michalski.

Also Present: Chief of Staff Mark Mader, Principal Risk Management Analyst Mark Jatczak, County Board Chair Paul Decker, County Clerk Kathleen Novack, Chief of Staff Shawn Lundie, Office Services Coordinator Kristin Bendlin, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Maureen Atwell, Financial Analyst Kim Ho, Budget Manager Linda Witkowski, Administrative Services Manager Randy Setzer, Human Resources Analyst Natalie Durr, Human Resources Manager Jim Richter, and Senior Human Resources Analyst Renee Gage, and Senior Financial Analysts Mark Yatchak, Clara Daniels, and Steve Trimborn.

Approve Minutes of September 25

MOTION: Mitchell moved, second by Gaughan to approve the minutes of September 25. Motion carried 6-0.

Schedule Next Meeting Date

- October 16

Executive Committee Report of September 17 & October 1

Nelson said at the September 17 meeting, the committee discussed the 2019-2023 Capital Projects plan and they approved two appointments and one ordinance. At the October 1 meeting, they discussed and approved 2019 operating budgets for UW-Extension, the Bridges Federated Library System, and Non-Departmental. They heard a presentation on the public health services audit, a follow-up audit report on mental health billing, and approved audit scopes for the P-Card and 1099 compliance audits. The committee also approved the resolution to adopt the 2019-2023 Capital Projects Plan and heard a report on the Wisconsin Counties Association annual conference.

Six-Month Report on Workers Compensation Claims

Jatczak reviewed the Workers Compensation claims report as outlined. During the first six months of 2018, 55 claims were opened and of those, 41 remained open at the end of six months. The total incurred was \$176,277. Since 2014, 439 claims were opened, 70 remained open, and the total incurred was \$3,937,394. Jatczak highlighted the larger claims that opened and closed.

MOTION: Crowley moved, second by Walz to accept the six-month report on Workers Compensation claims. Motion carried 6-0.

Discuss and Consider 2019 Operating Budgets for the Following Departments:

County Board

Decker discussed the proposed 2019 budget for the County Board Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Revenues and expenditures (all tax levy) total \$1,063,080 – a decrease of \$5,156 or 0.5% from the adopted 2018 budget. The number of full-time equivalent (FTE) positions decreased 0.50 for a total of 5.00. No major concerns were voiced.

Decker indicated in 11 of 12 years there were either frozen or decreased levy budgets. The exception was in 2015 where the .9% was still below the County increase.

MOTION: Mitchell moved, second by Gaughan to tentatively approve the 2019 operating budget for the County Board Office. Motion carried 6-0.

County Clerk

Novack discussed the proposed 2019 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Both revenues and expenditures total \$562,670 – a decrease of \$110,629 or 16.4% from the adopted 2018 budget. The County tax levy totals \$323,810 – a decrease of \$25,000 or 7.2%. The number of FTE positions remains unchanged at 5.57. No major concerns were voiced.

MOTION: Walz moved, second by Wysocki to tentatively approve the 2019 operating budget for the County Clerk's Office. Motion carried 6-0.

County Executive

Lundie and Bendlin discussed the proposed 2019 budget for the County Executive's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Revenues and expenditures (all tax levy) total \$578,865 – an increase of \$10,000 or 1.8% from the adopted 2018 budget. The number of FTE positions decreased 0.04 for a total of 4.65. No major concerns were voiced.

MOTION: Crowley moved, second by Walz to tentatively approve the 2019 operating budget for the County Executive's Office. Motion carried 6-0.

Corporation Counsel

Weidig, Atwell, and Ho discussed the proposed 2019 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Revenues total \$2,807,753 – an increase of \$43,053 or 1.6% from the adopted 2018 budget. The County tax levy totals \$1,245,247 – an increase of \$6,000 or 0.5%. Expenditures total \$4,053,000 – an increase of \$49,053 or 1.2%. The number of FTE positions decreased 0.18 for a total of 41.83. No major concerns were voiced.

Weidig expressed concern regarding modifications to CHIPS procedures. They may need to use some outside legal counsel due to the impact. Atwell covered the creation of a Senior Fiscal Specialist position in Child Support. In 2017, they achieved unprecedented success leading to the funding level for this year.

MOTION: Mitchell moved, second by Wysocki to tentatively approve the 2019 operating budget for the Corporation Counsel's Office. Motion carried 6-0.

Draft Ordinance (Preliminary Discussion): Approve 2019 Position Changes through Creation, Abolishment, Reclassification, Retitle, and Equity Adjustment

Copies of the draft ordinance were distributed. Gage and Witkowski discussed the proposed 19 FTE newly created positions and 13 FTE abolished positions. It was noted that 2.5 FTE positions will be unfunded, and five reclassifications, seven equity adjustments, and one title change

are also being proposed. The total estimated net tax levy impact of this ordinance is \$647,500. This ordinance will be discussed further and considered at the October 16 Human Resources Committee meeting.

Discuss and Consider Revised Classification Specifications

Richter and Gage reviewed proposed changes for multiple class specs. No major concerns were voiced. The class specs will be considered at the October 16 Human Resources Committee meeting.

Report on the Annual Wisconsin Counties Association (WCA) Conference

Crowley gave an update on sessions he attended at the WCA Conference including courthouse security, Foxconn, human trafficking, and regional planning. Nelson covered sessions on the governor and U.S. senate race, child welfare caseload increase, and others.

State Legislative Update

Nelson provided a legislative update.

MOTION: Wysocki moved, second by Mitchell to adjourn at 4:10 p.m. Motion carried 6-0.

Respectfully submitted,

Michael A. Crowley

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Secretary